



WESTBURY MEMORIAL PUBLIC LIBRARY

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Policies and Procedures

CONFIDENTIALITY OF LIBRARY RECORDS

The U. S. A. Patriot Act (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 Public Law 107-56) broadly expands the powers of federal law enforcement agencies investigating cases involving foreign intelligence and international terrorism.

However, the Library has responsibility to protect the privacy of our patrons while responding to legitimate national security concerns. Under item III of the American Library Association Code of Ethics, Library employees must "protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." Records may include, but are not limited to, database search records, circulation records, interlibrary loan records, security tapes, and other personally identifiable uses of library materials, facilities, programs or services.

In order to comply with The Patriot Act, the following policy is submitted for incorporation in the Library's policy:

CONFIDENTIALITY OF LIBRARY RECORDS

The Westbury Memorial Public Library ("Library") respects the right of privacy of all of its patrons regarding the use of this Library. The Library recognizes that its circulation records and other records identifying the names of Library users with specific materials are confidential in nature. These records shall be kept confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user, or pursuant to subpoena, court order or process where otherwise required by statute. Upon receipt of such process, order or subpoena, the Library's officers will consult with appropriate individuals, which may include the Library's legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance.

ADOPTED: December 11, 2002